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## Planning, Implementation, Measurement, and Information Technology Workgroup Meeting Notes

**TO:**

Barb Ritter, Chair; Heather Wiegand, Co-Chair;  
Mary Al-Shomaly; Rich Burgis; Teresa Duhl;  
Denise Dunn; Dean Feldpaush; Craig  
Holderbaum; Andrea Kuhn; Vanessa McDonald;  
Mikki Myszak; Stacey Varela; Cecil McNally

**FROM:**

Nancy McCrohan, PPA

**SUBJECT:**

Planning, Implementation, Measurement,  
and Information Technology Meeting  
Notes, October 15, 2008

**DATE:**

October 31, 2008

Public Policy Research,  
Development,  
and Evaluation

***Attendees***

Barb Ritter, Chair  
Heather Wiegand, Co-Chair  
Mary Al-Shomaly  
Rich Burgis  
Teresa Duhl  
Denise Dunn  
Dean Feldpaush  
Craig Holderbaum

Andrea Kuhn  
Vanessa McDonald  
Mikki Myszak  
Stacey Varela  
Cecil McNally  
Nancy McCrohan, PPA  
Jessica Lemke, PPA

***Discussion Items***

Jeffrey D. Padden  
President

**Introductions**

- The meeting opened with each workgroup member introducing themselves.

**Group Membership**

- Heather Wiegand agreed to act as the co-chair for the workgroup.
  - The role of co-chair will be better defined going forward.
- Barb discussed recruiting a representative from the U.P. for the workgroup.
- Cecil McNally was welcomed as a new member from Region 2.

**Reviewing Agenda and Previous Meeting**

- The Charter was reviewed and revised from discussions in the first meeting.
- The workgroup will review the Charter again because of new members joining the workgroup.
- There will be two presentations on existing technology by Rich and Vanessa.
- The Action Plan was started, but the workgroup needs to build upon that.

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- The workgroup will schedule future meetings.

### Reviewing Charter

- Nancy reviewed the strategic issue and the scope of work for the workgroup.
  - She emphasized that the workgroup is not responsible for making the policy decisions, but rather acting as a catalyst or a coordinating body to make things happen.
- Barb noted that the workgroup will be using pre-existing data systems, and will not be creating a new system.
- Barb also discussed the workgroup working on analytic strategies and making the CoC's ten-year plans "come alive."
- The workgroup started to make wording changes to the strategic issue and scope. Rather than continue to make wording changes, the workgroup shifted to brainstorming concepts, which ultimately provided a list of ideas for editing both the scope and the action steps.
  - Some of the issues from the brainstorming, which can be integrated into the scope include the following:
    - ◆ The focus is using data that is already in existence limiting the burden to local providers.
    - ◆ Ensuring that our product is "real" useful.
    - ◆ Support data driven decision-making at all levels.
- Barb suggested that Nancy fold together the list of brainstormed ideas into the scope and strategic issue, and present at the next meeting. The workgroup agreed.
- Nancy reviewed the deliverables that will be presented to the Departmental Resource Team.
  - There were no edits/changes on those.

### Data and the Existing Data Systems/Presentations

- Rich gave two presentations on current data technology sources being used by the State of Michigan, and provided a data source cover summary.
  - Michigan Data Warehouse (MDW)
    - The state's "information backbone."
    - Information from DHS, DCH, Treasury, and the Court System.
    - Was developed 15 years ago.
    - A PowerPoint is available for review.
  - SHADoW System
    - Latest technology.
    - De-identified research database (stripped of personal information).
    - Developed from merged information from DHS, DCH, and local homeless providers.
- Vanessa discussed the Campaign to End Homelessness Web site.
  - The Web site is currently being redesigned.
  - Simple design, populated with statewide and regional data.
  - Unable to view Web site due to Internet connection.
    - ◆ [www.thecampaigntoendhomelessness.org](http://www.thecampaigntoendhomelessness.org)
- Barb shared a summary of the common themes in the CTEH ten-year plans
- Barb discussed ideas for presentations for upcoming meetings.
  - Rich will ask a demographer to present on census data.
  - Present the Kids Count report.

- Hot lunch data is possibly the best poverty data.
- Teresa will do a presentation on Easy Trac (has EIC earned income credit?).
- Is the database used by HeadStart?
- Domestic violence data – not likely to obtain that.
- CEPI – department of education source includes number of kids moving in and out of the district in one year.

### **Schedule Future Meetings**

- The workgroup set a routine meeting at 2:00 p.m. for 90 minutes on the second Thursday of each month. However, the next meeting—Wednesday, November 5 at 10 a.m.—will be an exception.
- Future meetings will be online. However, we will make arrangements for anyone in the Lansing area to congregate in person, since several workgroup members are local. PPA, MSHDA, and the Coalition were all possible sites. The location will be announced prior to the next meeting.

### **Tasks Completed**

- Appointed Co-Chair Heather Wiegand.
- Reviewed Charter, and previously brainstormed ideas for the strategic issues and scope, and the Action Plan.
- Reviewed current data systems being used by the State of Michigan.
- Scheduled future meetings.

### **Tasks Assigned**

- Barb will send Nancy the brainstorming notes, and Nancy will integrate brainstormed ideas into the Charter and the Action Plan for the workgroup to review at the next meeting. Nancy will update the list of possible data sources for review by the workgroup.
- Nancy and Jessica will compile the meeting minutes.
- Nancy will send a reminder about dates.
- The workgroup will think about what other data sources can be shared at future meetings.

### **Next Meeting**

- Wednesday, November 5, 2008, 2:00 p.m.
  - Post-meeting note: This meeting will take place at Public Policy Associates, 119 Pere Marquette, Lansing 48912, **and** will be available at Go-To Meeting.
- 1. **Please join my meeting on Nov 5<sup>th</sup> @ 10a.m.**  
<https://www1.gotomeeting.com/join/621611014>
- 2. **Join the conference call:**  
1-800-704-9804 Access Code: 327739  
Meeting ID: 621-611-014

### **Parking Lot**

- We will keep a “parking lot” list of items that we are not acting on immediately, but that we do not want to lose sight of.
  - None for today.